

Your Name
Your Address
City, State, Zip Code
Email Address
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

Thank you for your recent submission regarding [subject or purpose of submission]. We appreciate the time and effort you dedicated to this matter.

After careful consideration, we regret to inform you that we are unable to accept your written submission at this time. [Optional: Briefly explain reason if appropriate.] We encourage you to explore other avenues or consider submitting in a different format in the future.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]
[Your Company/Organization]